



PROCEEDINGS

Author's Guidelines

About Proceedings

Proceedings of the Marine Safety & Security Council, the Coast Guard Journal of Safety at Sea, is the voice of the Coast Guard's Marine Safety and Security Council. It began publication in 1944 and, over the decades, has reached an increasing level of recognition among the larger maritime industry and Coast Guard personnel. Currently, over 10,000 copies of *Proceedings* are mailed out each issue.

Proceedings' audience includes a large segment of the private maritime industry population, including retired officers, fishing vessel captains, river pilots, ocean scientists, marine engineers, tug/tow boat operators, shipping executives, insurance operators, and maritime lawyers. Other subscribers include U.S. Coast Guard and U.S. Navy personnel, mariners, reservists, Departments of Homeland Security and Transportation staff, and allied foreign national readers.

The National Maritime Center publishes *Proceedings* quarterly. Each edition of *Proceedings*—typically 80 to 100 pages—features a specific theme and is championed by a Coast Guard office, assigned based on the command's expertise in that area. Recent themes have included: National Maritime Center; International Ice Patrol; Environmental Crimes; Search and Rescue; and Homeland Security.

Readers may subscribe to *Proceedings* online at: www.uscg.mil/proceedings or by mailing a request to: *Proceedings*; 4200 Wilson Blvd., Suite 730; Arlington, VA 22203. *Proceedings* magazine is free of charge.



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PROCEEDINGS Magazine

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Thank you for agreeing to be a *Proceedings* author. The *Proceedings of the Marine Safety and Security Council* is a principal outreach and communication tool for the Coast Guard's Marine Safety & Security Council. The magazine reaches our partners and customers in industry as well as members of the Coast Guard. Currently, the magazine is published quarterly and the majority of articles in an issue center on a specific theme.

Who are the Authors? Each issue of the magazine is shepherded by a champion, typically the manager of the Coast Guard program that is the theme for the designated issue. The champion generally invites subject matter experts from Coast Guard, industry, and other interest groups to write on a designated topic related to the theme.

How Should the Articles Be Written? The point of writing is to communicate information or an idea. Generally, the most effective way to do this is to be specific, without being too technical. *Proceedings* has a wide audience, ranging from seamen to industry executives. Therefore, articles should be written in sufficient detail to inform the readers about the significance of your topic, but general enough so that all readers will understand and find value in your article. We believe the old journalism method is best: who, what, where, when, why, how. When possible, try to pique the readers' interest in the first paragraph by explaining how the article relates to them or their program. Please provide photos and graphics when possible. Remember, it is usually several months from the time you submit your article to the time it goes to print, so avoid terms like "yesterday" and "this month."

Editorial License. If you think the content of your article might be critical or controversial, please call the Executive Editor for guidance. *Proceedings* welcomes articles with constructive comments that are professional, non-commercial, factual, and that do not name any organization specifically. *Proceedings* encourages authentic and even-handed analysis of maritime issues and reserves the right to reject any submission that does not follow these guidelines. If you are too emotionally involved in a subject to be able to write objectively or if you cannot convince yourself that your article will be positive for the maritime industry and the Coast Guard, we ask that you do not submit it. Anything damaging or unconstructive to the maritime industry or the Coast Guard will not be accepted. After passing an initial screening by the editors and issue Champion, article manuscripts are evaluated by members of the Marine Safety & Security Council, who have final say in whether or not an article is published in *Proceedings*. *Proceedings* and the Marine Safety & Security Council reserve the right to refuse publication of any article.

Author's Guidelines

Article Specifications

- **Length.**
Articles are targeted to be 1,200 to 1,800 words, equaling 2 to 4 pages in the magazine.
- **Photos and Graphs.**
We prefer about three to six photos per article, submitted separately as a .jpg file. Photos and graphs need to be 300 dpi (do not embed the photos into the text) and include a photo credit (who owns the rights to the photo) – most will be Coast Guard. In addition, we ask that you suggest a caption that explains the point you are trying to illustrate or reinforce with the photograph.
- **Acronyms.**
There's no getting around using them. While most of the readers will understand commonly used acronyms, spell out each one on its first reference. When possible, use a generic term instead of the acronym, simply because it's easier to read.
- **Text Format.**
Keep it simple. Our designer will format your article so that it is appealing. Submit your article in MS Word or comparable application, using standard one-inch margins, single space. Please send graphics or photographs as separate files in their original application (e.g., Photoshop). Our designer cannot manipulate graphics and photos and make them print-ready if they are embedded.
- **Author Information.**
Include with your article your name, as you would like it to appear in the magazine, your title, and your office or association/company. Also, include your mailing address, phone number, and email address so that we can reach you if we have questions. You should also supply a biography of 50 words or less that will be placed at the end of the article. You may wish to highlight your military and/or professional experience in the field and any awards, titles, degrees, etc. that you have received.
- **Index Information.**
Please provide five "key words" that you believe will help others search for your article online after publication.
- **Headline.**
Keep the headline simple and to the point. *Proceedings* staff may recommend changes, but we prefer that you include one.

Where Articles Should Be Submitted.

Please send your articles, photos, and graphics in separate files to the *Proceedings* Managing Editor, with a copy to the Executive Editor, by electronic mail. (See contact information below.)

Questions?

The *Proceedings* staff is available to help at any step of the process. If you have questions, contact Managing Editor Barbara Chiarizia at bchiarizia@ballston.uscg.mil or 202-493-1009, or Executive Editor Lisa Bastin at lbastin@ballston.uscg.mil or 202-493-1052.



Specifications

Meet the Proceedings Staff



How to Contact Us

The *Proceedings* staff may be contacted at:

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LISA H. BASTIN, *Executive Editor*

Lisa H. Bastin has over 11 years of experience in writing/editing, publishing, and developing communications strategies for products and firms. As the executive editor of the USCG National Maritime Center's Publications and Information Services branch, she is responsible for the voice and direction of the *Proceedings of the Marine Safety & Security Council*, the Web sites associated with the Marine Safety, Security, and Environmental Protection Directorate, and the NMC's technical publications.

Previously, Ms. Bastin was editor-in-chief of *Circuits Assembly*, an Atlanta, Ga.-based electronics manufacturing journal that was the recipient of six American Society of Business Publication Editors (ASBPE) Editorial/Design Excellence Awards under her tenure. Ms. Bastin has many years of experience in business-to-business and technical publishing, especially in the high-tech arena. She received her master's degree in communications/journalism from Georgia State University and her bachelor's in English-history/political science from Emory University.

BARBARA CHIARIZIA, *Managing Editor*

As managing editor for *Proceedings*, Barbara Chiarizia directs the magazine production process. Previously she worked as production editor for the Alexandria, Va.-based, *Constructor* magazine, the monthly journal of the Associated General Contractors of America. At *Constructor* Ms. Chiarizia was responsible for magazine production and managed the periodical's transition to electronic production.

Prior to relocating to the Washington, D.C., area and joining the Associated General Contractors, she was managing editor of *Refrigeration Service & Contracting* magazine, Business News Publishing, Schaumburg, Illinois. Ms. Chiarizia holds a Bachelor of Arts in English from the University of Illinois.

ANN AIKEN, *Art Director*

With over 20 years of professional design experience in art direction and graphic design, Ann Aiken brings a wealth of knowledge for the layout and design of *Proceedings* magazine. She is responsible for the look of each article in the magazine as well as visualizing and creating the front and back cover designs. Ms. Aiken also illustrates the article icons, various charts and ads, and takes photographs when necessary.

Ms. Aiken previously worked in the television and advertising industries, where she created designs for many national clients. She has spent the last few years working on a contract basis for clients such as Lockheed Martin, Marriott, and PostNewsweek. Ms. Aiken has a BS in advertising design from the University of Michigan, and has won awards from The Art Director's Club of Metro Washington, the Addy Awards, the Printing Industry, and has been nominated for Emmy Awards in set design.

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